

EMPLOYEE TRAINING RECORD

TRAINING TITLE Defensive Driving Habits

KEY TEACHING POINTS

- Defensive driving is driving to save lives, save time, and save money. Defensive driving means driving safely, in spite of conditions around you and in spite of the actions of other drivers or pedestrians.
- Pay attention to what is going on around you. Distractions are a major cause of highway accidents. Incredibly, commuting drivers are often seen reading newspapers, shaving, eating breakfast, and even changing clothes! If you need to do something other than drive, pull off to the side of the road first.
- Get your emotions in check before you get behind the wheel. Anger, frustration and worry can take your mind off your driving.
- Use common courtesy when you drive. Treat other drivers as you would like to be treated.
- Avoid frequent, unnecessary lane changes. Lane switchers don't get ahead, they just slow everyone down, and create a dangerous situation at the same time.
- Don't box your vehicle between others. Always leave yourself an "escape route."
- When using a car phone or cell phone, never allow your phone conversation to distract you from driving. Keep calls brief. Try to stay in the slow lane so that if a conversation becomes intense, you can pull to the shoulder if it is safe to do so.
- Don't tailgate! Driving too close to the car in front of you is one of the leading causes of automobile crashes. Make sure you are two seconds behind the car in front of you. When the car in front passes a reference point like a sign, count the seconds it takes to pass the same spot. If it is less than two seconds, slow down!

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 If you need to do something other than drive, pull off to the side of the road first.		
2 Driving too close to the car in front of you is one of the leading causes of automobile crashes.		
3 When using a car phone or cell phone, never allow your phone conversation to distract you from driving.		
4 Defensive driving is driving to save lives, save time, and save money.		
5 Don't box your vehicle between others. Always leave yourself an "escape route."		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1 T 2 T 3 T 4 T 5 T
